

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1159 **TITLE:** ASSISTANT DIRECTOR OF VEHICLE SERVICES
GRADE: S-32

DEFINITION:

Under direction, assists the Director of Vehicle Services in the administration of the agency by directing either the administrative or operations division; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Assistant Director of Vehicle Services differs from the Director of Vehicle Services in that the Assistant Director assists in the administration of the agency by directing either the administrative or operations divisions, whereas the Director of Vehicle Services reports to the Deputy County Executive and is ultimately responsible for the management of the Department of Vehicle Services.

ILLUSTRATIVE DUTIES:

Directs and coordinates the agency's automated financial, procurement, inventory control, personnel and fleet maintenance management systems;

Directs and oversees fiscal activities, including budget preparation and monthly financial reports;

Reviews, analyzes and evaluates management policies and programs;

Provides statistical and analytical support through data compilation, computation, analysis, evaluation and written studies;

Directs preparation of critical trend predictions, equipment usage, rate analyses, and pricing formulas;

Oversees preparation of organizational analyses and work measurement studies;

Oversees preparation of the agency's affirmative action program;

Handles employee grievances;

Administers, directs and coordinates the County's vehicle maintenance and repair facilities, motor pool operations, and safety and training programs;

Supervises preparation of equipment specifications and bid evaluations;

Reviews issuance of new equipment and records of vehicles that are declared excess to ensure that the fleet does not exceed Board of Supervisors and Fairfax County Public School Board authorizations;

Develops and coordinates implementation of plans and programs to improve management and cost effectiveness.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of the principles, practices, methods and procedures of personnel management, budgeting, and administration;

Thorough knowledge of principles and practices of organizational management;

Considerable knowledge of automated financial, procurement, inventory control, and fleet maintenance data systems;

Knowledge of the principles and methods of automotive maintenance and repair;

Ability to develop and direct a system of automotive preventive maintenance and repair;

Ability to select appropriate automotive equipment;

Ability to compile and evaluate data, draw sound conclusions, and recommend a course of action;

Ability to solve problems and resolve conflicts;

Ability to effectively manage, train, and motivate employees;

Ability to communicate clearly and concisely, orally and in writing;

Ability to develop and maintain effective working relationships with subordinates, co-workers, County officials, public and private sector organizations, customers, and the general public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited college or university with a bachelor's degree in Business

Administration, Public Administration, or a closely related field; PLUS

Five years of increasingly responsible experience in motor transportation, large-scale garage operations, or administrative management of a large organization, which includes responsibility for two or more of the following functions: garage operations, fiscal control, inventory control, personnel management, budgeting and accounting, office support, and fleet management.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED:

April 11, 2002